

## Searching for documents

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### Procedure

1. Start the transaction using the menu path or transaction code.

### Searching for documents

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Go directly to:

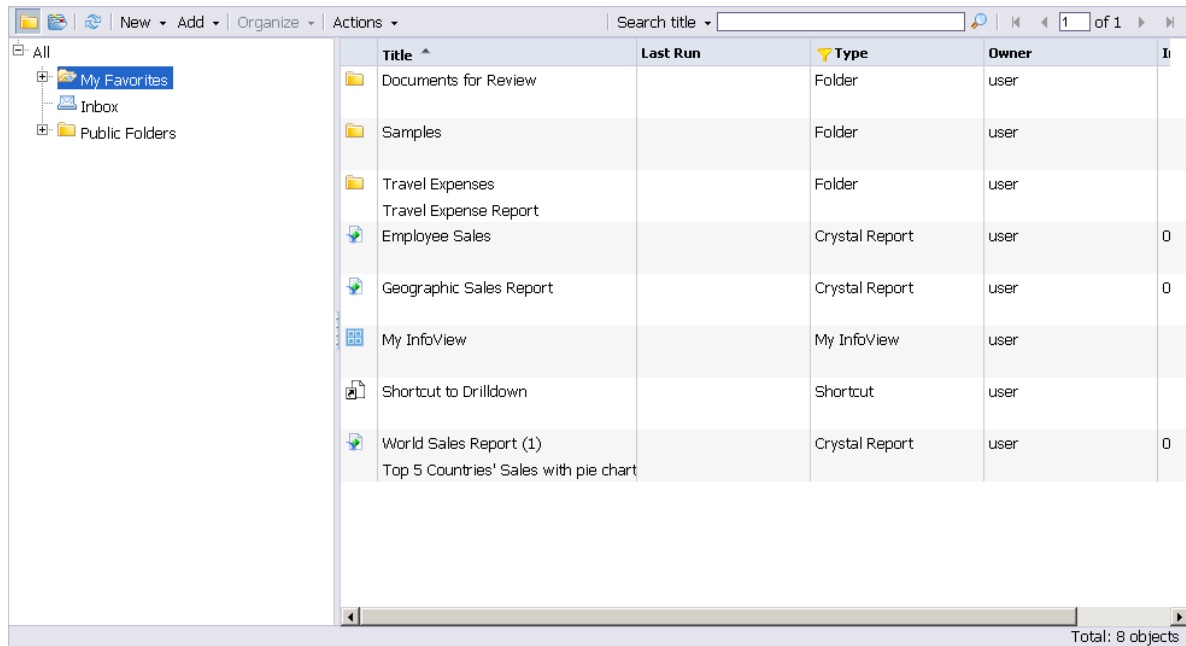
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click **Document List**.

## Searching for documents

### Listing



Title	Last Run	Type	Owner	It
Documents for Review		Folder	user	
Samples		Folder	user	
Travel Expenses		Folder	user	
Travel Expense Report				
Employee Sales		Crystal Report	user	0
Geographic Sales Report		Crystal Report	user	0
My InfoView		My InfoView	user	
Shortcut to Drilldown		Shortcut	user	
World Sales Report (1) Top 5 Countries' Sales with pie chart		Crystal Report	user	0

Total: 8 objects

- Click in the **Search title** field.

In this activity you want to search for all documents containing the word **Sales** in any field.

- As required, complete/review the following fields:

Field	R/O/C	Description
	R	<b>Example:</b> sales

Enter the desired information into the **Search title** field.

- Click the **Search title** drop-down button menu.
- Click **Search all fields**.
- Click **Execute search**.

## Searching for documents

8. Press [Enter] to continue.

All documents containing the word *Sales* appear in the Workspace Panel.

You can change the search criteria to narrow your search.

Press **[Enter]** to continue.

9. Click the **Search all fields** drop-down menu.

10. Click **Advanced search**.

You can narrow your search to title or keyword only, instead of searching all fields.

To narrow your search even further, you can perform an Advanced search.

### Internal

#### Search by Location

- ☐ Public Folder
- ☐ Private Folder
- ☐ Inbox Folder
- ☐ Corporate Categories
- ☐ Personal Categories

#### Search by Keyword

#### Search by Title

#### Search by Description

#### Search by Owner

#### Search by Type

#### Search by Time

- ☒ Don't Search by Time
- ☐ Search by Last Modification Time

Start:

End:

11. Press [Enter] to continue.

Using the Advanced search option, you can search by folder or category location, field, owner, type, and the time the document was last modified.

Press **[Enter]** to continue.

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### Internal

#### Search by Location

- ☐ Public Folder
- ☐ Private Folder
- ☐ Inbox Folder
- ☐ Corporate Categories
- ☐ Personal Categories

#### Search by Keyword

#### Search by Title

#### Search by Description

#### Search by Owner

#### Search by Type

#### Search by Time

- ☒ Don't Search by Time
- ☐ Search by Last Modification Time

Start:   PM

End:   PM

12. Click the **Corporate Categories** option.

In this example you want to search for a Crystal report related to *Geographic Sales*. You know that it would be assigned to a Corporate Category, and that it would have the word Geographic in the title.

13. Click in the **Search by Title** field.

Continue searching for a Crystal report with the word *Geographic* in the title.

14. As required, complete/review the following fields:

Field	R/O/C	Description
Search by Title	R	<b>Example:</b> Geographic

Enter the desired information into the **Search by Title** field.

15. Click the drop-down button for **Search by Type**

## Searching for documents



### InfoView - Microsoft Internet Explorer

**InfoView - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=> Go Links »

**BUSINESSOBJECTS INFOVIEW** Welcome: **user**

Home Document List Open Send To Dashboards Log Out Preferences About Help

**Search by Location**

☐ Public Folder  
☐ Private Folder  
☐ Inbox Folder  
☒ Corporate Categories  
☐ Personal Categories

**Search by Keyword**

**Search by Title**

**Search by Description**

**Search by Owner**

**Search by Type**

**Search by Time**

☒ Don't Search by Time  
☐ Search by Last Modified

**Start:**    
**End:**

Search Cancel

Discussions

Done Local intranet

16. Click the **Crystal Report** list item.

## Searching for documents

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### Internal

#### Search by Location

- ☐ Public Folder
- ☐ Private Folder
- ☐ Inbox Folder
- ☒ Corporate Categories
- ☐ Personal Categories

#### Search by Keyword

#### Search by Title

#### Search by Description

#### Search by Owner

#### Search by Type

#### Search by Time

- ☒ Don't Search by Time
- ☐ Search by Last Modification Time

Start:

End:

### 17. Click **Search**.

The Geographic Sales Crystal report appears in the Workspace Panel.

Press **[Enter]** to continue.